

# SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of faculty Member: ANNA BETH A. VARRON

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x 3)
<b>1. Instruction</b>			
a. Head/Dean (100%)		4.97 x 50% = 2.49	
b. Students		3.80 x .50% = 1.9	
Total for Instruction	75%	4.39	3.29
<b>2. Research</b>			
a. Client/Dir. For Research (50%)		x50% =	
b. Dept. Head/Center Director 50%)		x50% =	
Total for Research			
<b>3. Extension</b>			
a. Client/Dir. For Extension			
b. Dept. Head/Center Director (100%)		5.00 x 100% = 5.00	
Total for Extension	25%	5.00	1.25
<b>4. Gen. Admin. &amp; Support Services</b>			
<b>TOTAL</b>	<b>100%</b>		<b>4.54</b>

EQUIVALENT NUMERICAL RATING: 4.54

Add: Additional Points, if any:

TOTAL NUMERICAL RATING: 4.54

ADJECTIVAL RATING: VERY SATISFACTORY

Prepared by:

ANNA BETH A. VARRON  
Name of Faculty

Reviewed by:

CHARIS B. LIMBO  
Director, IHK

Recommending Approval:

BAYRON S. BARREDO  
College Dean


Approved:

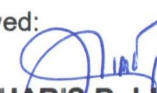
BEATRIZ S. BELONIAS  
Vice President for Academic Affairs

"Exhibit B"

# INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, Anna Beth A. Varron, a faculty member of the INSTITUTE OF HUMAN KINETICS commit to the deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period January- June 2022.

  
**ANNA BETH A. VARRON**  
 Instructor I  
 Date: 7-11-2022

Approved:   
**CHARIS B. LIMBO**  
 Department Head  
 Date:

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)
						Quality	Efficiency	Timeliness	Average	
UMFO 1. ADVANCED EDUCATION SERVICES										
OVPI MFO 2. Graduate Student Management Services										
	PI 4: Total FTE coordinated, implemented & monitored*	A1. Actual Faculty's FTE	Handles subjects/courses assigned							
	PI 8: Number of graduate students advised *	A2. Number of students advised	Acts as academic adviser to graduate students							
		A3 . Number of students advised on thesis/special problem/dissertation								
		As GAC Chairman	Advises and corrects research outline and thesis/SP/dissertation manuscript							

		AS GAC Member	Advises and corrects research outline and thesis/SP/dissertation manuscript							
		<b>A4</b> . Number of students entertained for consultation purposes	Entertains students seeking consultation with faculty							
	<b>PI 9:</b> Number of instructional materials developed *	<b>A5</b> . Number of on-line ready coursewares developed and submitted for review	Converts the existing instructional materials into flexible learning systems							
		On-line ready courseware	Prepares Instructional module/laboratory guide/workbook or a combination thereof							
		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught							
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets,							
		A 6 : Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		A 7 : Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom							



	<b>PI 10.</b> Additional outputs:	<b>A 8.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 2. HIGHER EDUCATION SERVICES</b>										
<b>OVPI UMFO 3. Higher Education Management Services</b>										
	<b>PI 5:</b> Total FTE, coordinated, implemented and monitored *	<b>A9.</b> Actual Faculty's FTE	Handles and teaches courses assigned	18	28.35	5	5	5	5.00	
		<b>A10.</b> Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	8	9	5	5	4	4.67	Phed 13n Philippine Folk Dance (5), PrEd 153b (1), CAEd 115 (1), CAEd 141 Art Apprenticeship 1 (1), CAEd 143 Art Apprenticeship 2 (1)
		<b>A 11.</b> Number of INC forms with grade submitted within prescribed period	Facilitates students in their completion of the subject and submits completion forms with grade within	2	7	5	5	5	5.00	Phed 13n Philippine Folk Dance (4), CAEd 115 (1)
		<b>A12.</b> Number of trainings attended related to instruction	Attend mandated trainings		2	5	5	5	5.00	10th SEAMEO University of Tsukuba Symposium (Virtual) & Sayaw 2022 Bayanihan Dance Company
		<b>A13.</b> Number of long examinations administered and checked	Administers and checks long examination for subjects taught	2	3	5	5	5	5.00	Phed 14n (1), CAEd 115 (2)
		<b>A14.</b> Number of quizzes administered and checked	Prepares and checks quizzes for lec and lab	3	10	5	5	5	5.00	Phed 14n (5), Phed 12n (2), CAEd 115 (3)
		<b>A15.</b> Number of lab reports and term papers checked and graded	Checks lab reports and term papers submitted as required		10	5	5		5.00	PrEd 200 Teaching Internship
	<b>PI 8:</b> Number of students advised: *	<b>A16.</b> Number of students advised:	Acts as academic adviser to students	30	61	5	5	5	5.00	Bachelor of Culture and Arts Education Students

		<b>A17 . Number of students advised on thesis/ field practice/special problem:</b>			10	5	5	5	5.00	PrEd 200 Teaching Internship Action Research
		<i>As SRC Chairman</i>	Advises, and corrects research outline and thesis/SP manuscript							
		<i>As SRC Member</i>	Advises and corrects research outline and thesis/SP manuscript							
		<b>A18 . Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	6	20	5	5	5	5.00	Phed 13n Philippine Folk Dance (5), CAEd 115 (1), CAEd 141 Art Apprenticeship 1 (1), CAEd 143 Art Apprenticeship 2 (1)
	<b>PI 9:</b> Number of student organizations advised/ assisted *	<b>A19 . Number of Student organizations advised</b>	Advises student organizations recognized by USOO							
		<b>A20 . Number of Student organizations assisted on student related activities</b>	Assists student organizations in implementing student							
	<b>PI 10:</b> Number of instructional materials developed *	<b>A 21 :</b> Number of on-line course ware developed and submitted :	Prepares and submits for review by the Technical Review Panel	1	2	5	5	5	5.00	Phed 14n and CAEd 126
		<i>On-line ready courseware</i>	<i>Prepares Instructional module/laboratory guide/workbook or a combination thereof</i>	1	2	5	5	5	5.00	Phed 14n and CAEd 126



		Supplemental learning resources	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	3	35	5	5	5	5.00	Phed 14n, Phed 12n & CAEd 126
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets,	3	10	5	5	5	5.00	Phed 14n, Phed 12n & CAEd 126
		<b>A 23 :</b> Number of on-line course ware reviewed by TRP & edited by MMDC editor	Submits the course ware duly reviewed by TRP for editing by MMDC editor							
		<b>A 24 :</b> Number of virtual classroom created and operational	Creates virtual classroom using either Moddle or Google Classroom	2	3	5	5	5	5.00	Phed 14n, Phed 12n & CAEd 127
	<b>PI 11.</b> Additional outputs	<b>A 25.</b> Number of Additional outputs accomplished:								
		Program accreditation/evaluation	Prepares documents and /or program profile and other materials required during program/institutional accreditation and/or evaluation							
		Agency/firm/Industry linkages	Coordinates with potential firms and maintains linkages with firms willing to accept OJT students from VSU							
		<b>A 26.</b> Other outputs implementing the new normal due to covid 19	Designs experiential learning activities and other outputs to implement new normal							
<b>UMFO 3 . RESEARCH SERVICES</b>										

	<b>PI 1.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	<b>A27.</b> Number of research outputs in the last three (3) years utilized by the industry or by other beneficiaries *	Conducts research for possible utilization by industry or other beneficiaries							
	<b>PI 2.</b> Number of research outputs completed within the year *	<b>A 28.</b> Number of research outputs completed within the year *	Conducts and completes research oroject within the year							
	<b>PI 3.</b> Percentage of research outputs published in internationally-referred or CHED recognized journal within the year (2%) *	<b>A 29.</b> Percentage of research outputs published in internationally-refereed or CHED recognized journal within the year	Writes publishable materials out of research outputs and submits for publication							
		<i>In refereed int'l journals</i>								
		<i>In refereed nat'l/regional journals</i>								
	<b>PI 4.</b> Number of research outputs presented in regional/national/ int'l fora/conferences	<b>A 30.</b> Number of research outputs presented in regional/national/ int'l fora/conferences *	Prepares, submits and presents research paper in scienfic for a/conferences							
		<i>In int'l fora/conferences</i>								
		<i>In nat'l/regional fora/conferences</i>								
	<b>PI 5.</b> Percent of research proposals approved *	<b>A 31.</b> Percentage of of research proposals prepared, submitted and approved	Prepares research proposals, submits and follows up its approval for immediate implementation							
	<b>PI 6.</b> Additional outputs*	<b>A 32.</b> No. of research-related awards (research conducted by								



		<b>A 33.</b> Number of journal articles/scientific paper received and reviewed as peer-reviewer	Acts as peer reviewer of journal articles/scientific papers, reviews the paper received and returns duly reviewed paper							
		<b>A 34.</b> Number of UMs submitted to ITSO, VSU	Prepares and submits application for UM of technology generated out of research output							
		<b>A 35.</b> Other outputs implementing the new normal due to covid 19	Designs research related activities and other outputs to implement new normal							
<b>UMFO 4. EXTENSION SERVICES</b>										
	<b>PI 1.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders as a result of extension activities	<b>A 36.</b> Number of active partnerships with LGUs, industries, NGOs, NGAs, SMEs, and other stakeholders facilitated and maintained	Identifies and links with probable partners for extension activities and maintains this active partnership							
	<b>PI 2.</b> Number of trainees weighted by the length of training	<b>A 37.</b> Number of trainees weighted by the length of training	Conducts trainings among beneficiaries of technologies for transfer							
	<b>PI 3.</b> Number of extension programs organized and supported consistent with the SUC's mandated and priority programs	<b>A 38.</b> Number of extension programs/projects implemented	Implements duly approved extension projects							



	<b>PI 4.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	<b>A 39.</b> Percentage of beneficiaries who rated the training course/s and advisory services as satisfactory or higher in terms of quality and relevance	Provides quality and relevant training courses and advisory services							
	<b>PI 5.</b> Number of technical/expert services	<b>A 40.</b> Number of technical/expert services as/in:	Provides the technical and expert services requested by beneficiaries	1	1	5	5	5	5.00	VSU CAT 2022 Proctor
	Research Mentoring	Research Mentor/Sports Trainer/Dance Trainer								
	Peer reviewers/Panelists	Peer reviewers/Panelists/Coach								
	Resource Persons	Resource Persons/ Coach of Different Sports/Dance Adjudicator		1	2	5	5	5	5.00	VSU Faculty Onboarding & College of Education Onboarding
	Convenor/Organizer	Convenor/Organizer		1	7	5	5	5	5.00	VSU Biggest Loser, CE Virtual Pinning Ceremony, Kaalam: Creative forms and Narratives in the Contemporary, Kaalam: Pedagogy and Challenges of Teaching PE in the new normal, VSU Anniversary Intermission Numbers, VSU Run for a Cause & Sayaw Pinot Goes Virtual 2022
	Consultancy	Consultant								

	<i>Evaluator</i>	<i>Evaluator</i>								
	<b>PI 8.</b> Percent of extension proposals approved *	<b>A 41.</b> Percent of extension proposals approved *	Prepares extension project proposals, submits and follow up its approval for immediate							
	<b>PI 11.</b> Additional outputs *	<b>A 42.</b> No. of extension-related awards (extn. conducted by faculty or student & faculty) *								
		<b>A 43.</b> Other outputs implementing the new normal due to covid 19	activities and other outputs to implement new normal							
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
	<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>									
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	<b>A 44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*	Ensures that all the QMS core processes of the university are complied with in the performance of his/her functions as faculty member		zero non-conformity					
		<b>A 45.</b> Compliance to all requirements of the program and institutional accreditations:	Prepares required documents and complies all requirements as prescribed in the		100% compliant					
		On program accreditations								
		On institutional accreditations								
<b>UMFO 6. General Admin. &amp; Support Services</b>										



	<b>PI 2.</b> Zero percent complaint from clients served	<b>A 46.</b> Customerly friendly frontline services	Provides customer friendly frontline services to clients		Zero % complaint					
	<b>PI 3:</b> Additional Outputs	<b>A 47.</b> Number of /new initiatives introduced resulting to best practice replicated/benchmarked by other depts/agencies *	Initiates/introduces improvements in performing functions resulting to best practice							
		<b>A 48.</b> Other outputs implementing the new normal due to covid 19	Designs administration/management related activities and other outputs to implement new normal							
	<b>Total Over-all Rating</b>					90	90	84	89.67	
	<b>Average Rating</b>					5	5	4.9	4.98	
	<b>Adjectival Rating</b>									

Average Rating ( Total Over-all rating dividedby 4)		<b>4.98</b>	Comments & Recommendations for Development Purpose: <i>Multi-skilled and proactive. Dependable and hardworking.</i>
Additional Points			
Approved Additional Points (with copy of approval)			
Final Rating		<b>4.98</b>	
Adjective Rating		Outstanding	

Evaluated & Rated by:

**CHARIS B. LIMBO**

Department Head

Date: 07-11-22

Recommending Approval

**BAYRON S. BARREDO**

Dean, College of Education

Date: 8-3-22

Approved by:

**BEATRIZ S. BELONIAS**

Vice President for Instruction

Date:

## Exhibit I

## PERFORMANCE MONITORING FORM

Name of Employee: **ANNA BETH A. VARRON**

Task No.	Task Description	Expected Output	Date Assigned	Expected Date to Accomplish	Actual Date Accomplished	Quality of Output*	Over-all Assessment of Output**	Remarks/ Recommendation
1	Teach undergraduate course	Deliver quality learning to students in the undergraduate program	January 2022	January 2022- June 2022		Very impressive	Outstanding	All students passed
2	Enrollment Focal Person	<ul style="list-style-type: none"> <li>Assisted the enrollment of BPED, BCAED students</li> <li>Reviewed conflict schedules of service Physical Education subjects</li> <li>Printed faculty workloads</li> </ul>		January 2022		Very impressive	Outstanding	Tasks done on time
3	Faculty subject workload and schedule	Make the individual IHK faculty subject workload AY 2019-2020 second semester and their schedules.		January 2022		Very impressive	Outstanding	Tasks done on time
4	Service Physical Education coordinator	<ul style="list-style-type: none"> <li>Entertain students on changing subject, dropped, withdrawal, enrollment, and adding and conflict schedule on service physical education subject.</li> </ul>		January 2022- June 2022		Very impressive	Outstanding	Tasks done on time



5	Advice BCAED students	<ul style="list-style-type: none"> <li>Empowered students to graduate on time and face challenges courageously</li> <li>Assisted and follow-up during enrolment</li> </ul>	January 2022	January 2022- June 2022	Very impressive	Outstanding	Was able to cater advice to students
6	Develop evaluation and assessment tools to rate students' performance	Collect projects, assignments, check, develop rubrics to assess students in designing and creating modified games and activities with students with special needs	January 2022- June 2022		Very impressive	Outstanding	Tasks done on time
7	Develop lecture presentations, educational videos.	Deliver 35 quality educational materials to students	January 2022- June 2022		Very impressive	Outstanding	Tasks done on time
8	Submit reports and other requirements	Submitted DTR and grade sheets	January 2022- June 2022		Very impressive	Outstanding	Was able to submit on time
9	Operates Virtual Classrooms	Developed 2 Virtual Classroom using Moodle	January 2022	January 2022- June 2022	Very impressive	Outstanding	Responsible in all assigned task
10	Implements duly approved extension projects	Deliver quality learning to participants	January 2022- June 2022		Very impressive	Outstanding	Tasks done on time
11	Organize VSU Programs <i>VSU Biggest Loser, CE Virtual Pinning Ceremony, Kaalam: Creative forms and Narratives in the Contemporary, Kaalam: Pedagogy and Challenges of Teaching PE in the new normal, VSU Anniversary Intermission Numbers, VSU Run for a Cause &amp; Sayaw Pinot Goes Virtual 2022.</i>	Provides the technical and expert services requested by beneficiaries	January 2022	January 2022- June 2022	Very impressive	Outstanding	Responsible in all assigned task

12	Resource Person	Deliver technical and expertise services.	January 2022- June 2022		Very impressive	Outstanding	Tasks done on time
13	Attendance in regular, emergency & special meetings	<ul style="list-style-type: none"> <li>Attend meetings in the institute and department</li> <li>Up to date knowledge and information on the current status of the institute, the college and university as a whole.</li> </ul>	January 2022- June 2022		Very impressive	Outstanding	Attended meetings promptly
14	Committee assignments as member/chairperson in institute and University affairs	<ul style="list-style-type: none"> <li>Attended regular meetings of VSU Alumni Association as alumni communicator</li> </ul>	January 2022- June 2022		Very impressive	Outstanding	Responsible in all assigned task
15	Dance Director of VSU Dance Company, Culture and Arts Center	<ul style="list-style-type: none"> <li>Presented Virtual Dance performances to international audience during Sayaw Pinoy Goes Virtual 2022</li> </ul>	January 2022		Very impressive	Outstanding	Responsible in all assigned task
16	Prepare Learning Modules	<ul style="list-style-type: none"> <li>Make the PhEd 14n PATHFIT 1 (Outdoor and Adventure) Learning Module</li> <li>CAEd 126 Teaching Dance</li> </ul>	January 2022	June 2022	Very impressive	Outstanding	Was able to submit on time
17	Attended mandated Trainings	Professional growth and development	January 2022	June 2022	Very impressive	Outstanding	Attended virtual training promptly

\* Either very impressive, impressive, needs improvement, poor, very poor

\*\* Outstanding, very satisfactory, satisfactory, unsatisfactory, poor

Prepared by:


  
CHARIS B. LIMBO  
Unit Head



Exhibit L

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **ANNA BETH A. VARRON**

Performance Rating: Outstanding

Aim: To come up with attractive university wellness activities

Proposed Interventions to Improve Performance: Survey of the activities that constituents in the university like to do

Date: August 2022

Target date: September 2022

First Step:

- Conduct a survey on the activities that the university constituents like to perform
- Recall and reactivate the wellness coordinators in each offices/department.

Result:

- Collaborative effort in coming up with the wellness activities

Date: August 2022

Target date: September 2022

Next Step:

- Study the result of the survey

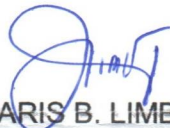
Outcome:

- A more attractive and enjoyable activity for the employees of the university

Final Step/Recommendation:

Consistent in the implementation of the program regardless of the number of attendance.

Prepared by:

  
CHARIS B. LIMBO  
Unit Head

Conforme:

  
**ANNA BETH A. VARRON**  
Name of Ratee Faculty/Staff